



## Quick reference Guide for staff

This short guide is intended to help you navigate through the key menu areas of Mahara and get started quickly covering; logging in, user settings, creating a Profile and Resumé, creating and Joining Groups and finding Friends.

### [Logging in](#)

[Settings](#) Preferences and Notifications

[Profile](#) Profile and Resumé

[My Portfolio](#) Uploading files, creating Blogs and creating Views

[Groups](#) Creating and finding Groups, finding Friends

## Logging in

Download and demo sites at <http://mahara.org>

Your Login details will be the Username and password you entered during registration, or as assigned by your Institution or Site Administrator. If you have forgotten your password you can request a password reset – by clicking on the Password Reminder button and following instructions.

Please ask your administrator to change your status to institution or site staff. This will give you extra user permissions beyond that of ordinary User.

## Settings



The Settings tab allows you to configure and determine how you will use the site, how friends may link with you and how the system will contact you with important information and notifications.

## Profile



Your Profile area stores your contact and personal information. Each of the fields within your Profile area are Artefacts and therefore may be added to a View. Please consider your personal security before releasing contact information on a publicly available View.

## Profile Icons

The Profile Icons area allows you to upload images to use within your Profile and Views. Your icons may be a picture of you or an avatar image of your choice. You may have up to 5 icons in your Profiles Icons area at once. Your icons must be between 16x16 and 1024x1024 pixels in size. To find out how much of your allotted file space you have used, take a look at your Quota.



## My Resumé

The Resumé area allows you to build an online resumé or CV. This area is divided into two sections – one for entering general information and one for details of your experience and qualifications. Remember to Save as you progress through the stages of building your Resumé

## My Portfolio



The My Portfolio tab is the place where you can start uploading files, adding Blogs and arranging these resources, or Artefacts, into Views for different audiences, or simply for your own records.

## My Files

The My Files area is a document store for folders and files to use within your ePortfolio. Both folders and files are considered Artefacts and as such can be added to a View. You may create any number

of folders or sub-folders. To view which sub-folders and files sit within a folder, click on the folder name. Use the Home link to return to the top level folder directory. Files and folders can be rearranged by dragging and dropping them onto other Folders.

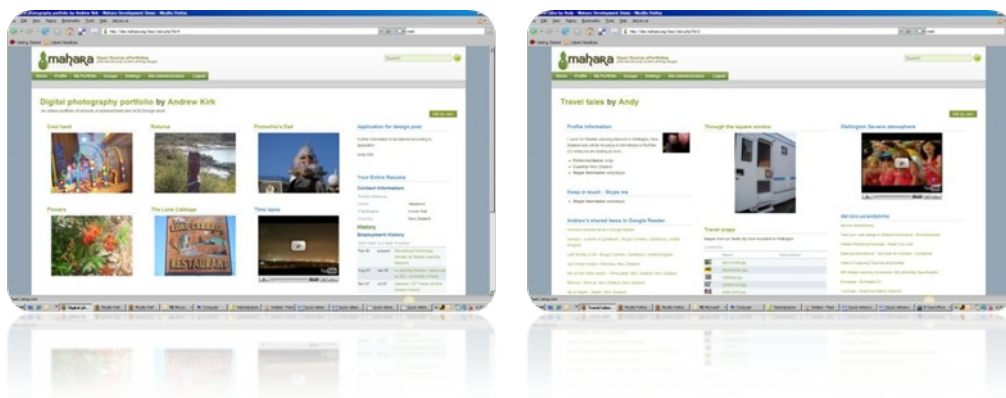
## My Blogs

A weblog or Blog is a journal-like tool that allows you to record your thoughts and reflections. By adding your Blog to a View you can allow other users to place feedback and comments, allowing you to create a dialogue with your readers. While a Blog itself is considered an Artefact, so are any individual Blog postings you create. This means both Blogs and selected Blog posts can be added to a View.

The My Blogs tab lists all of your current Blogs by title and description you have given it. Click on the title of the Blog to view your existing postings, add a new posting or edit the Blog Settings.

## My Views

A View is a collection of Artefacts, encompassing selected files, Resumé details and Blogs of your choice. A View can be kept private or shared with any number of Groups or individuals as you wish. You may create as many different Views as you like and reuse your Artefacts. Views can also be used to submit work for assessment to a Controlled Group.



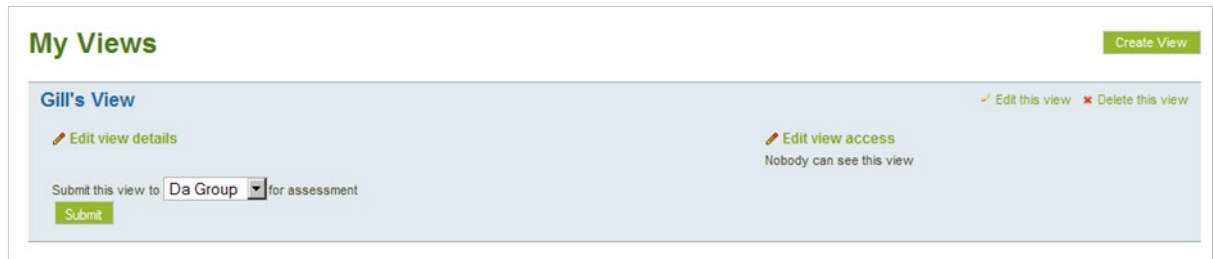
Create View Launches a 3 step process by which you can create a collection of your work and information as a View.

- Create View Step One: Details - Give your View a title and description
- Create View Step Two: layout – Using drag and drop, arrange selected Artefacts as a View
- Create View Step Three: Access - Assign access rights to groups or individuals if required

## Submitting a View

A View is an ideal way of preparing work for assessment or as evidence of continuing professional development. If you are an owner or tutor in a Controlled Group, you can use the submit View process to help manage and mark students' assessed activities

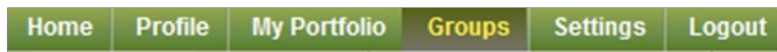
Students who are members of your Group can go to My Views, choose a View and choose Submit this View to the relevant Group in the drop down box.



This will lock the View title, layout and uploaded Artefacts. Note that it will not lock contact details and Blog posts. A Group tutor or user with staff permissions in Mahara can then read it and place feedback, before releasing the View back to the owner.

You can also utilise this process for any work of your own that requires assessment or feedback, for example as part of evidencing continuing professional development.

## Groups



The Groups tab is the area in which you can begin to make contact with other Mahara users and search for friends and Groups of interest to you.

A Group is an online community comprising selected or invited Mahara users. Groups can be used to develop and support learning and social activity in a social networking environment.

Group Membership Types include











- Invite Only
- Request Membership
- Open Membership
- Controlled Group






























You may create as many Groups as you wish. To create a Group go to My Groups and select Create Group. From the Group Membership type select preferred Group from the drop down box.

## Create Group

Group Name \*

Group Description

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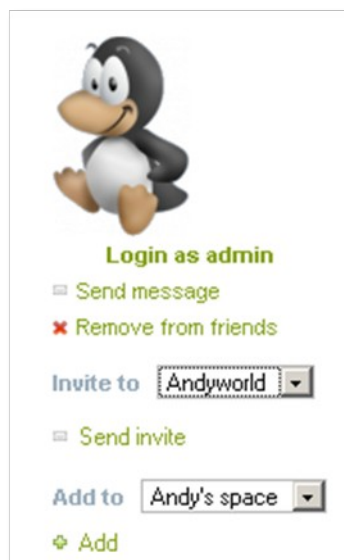
                               

**Note - only staff and site/institutional administrators can create Controlled Groups**

After you have created a Group, you can add users to it, (if it is a Controlled Group) or they can join in a number of ways.

**Controlled Group** – To add members to a Controlled Group go to My Friends or Find Friends and select a user. Click on the hyperlink of their name and select Add. A Controlled Group enables you to create a Group, add users to it and enable members to submit Views, as mentioned above. Feedback can be placed on Views and then released back to the owner.

**Invite Only** - To add members to an Invite Only Group, go to My Friends or Find Friends and select a user. Click on the hyperlink of their name and, select the name of the Group from the Invite to drop down box and add. This will send a notification to the person to accept or decline your invite



Note - You may also receive invites to join Groups from students and colleagues, or be added to a Group by fellow staff members.

**Open membership** - If a Group has been set up as Open Membership, users can simply click on Join this Group.

**Request membership** - If a Group has been set up as Request Membership, users can click on Request to join this Group. Notification will go to the Group owner to accept or decline the request.

You can search for Groups to join by clicking on Find Groups.

All Groups which you own will appear as a list on the top right of your screen when you login. All Groups in which you are a member can be viewed at the My Groups tab.

## Forums

Groups have Forums through which you can communicate with students and colleagues. Group owners are able to start new Forums and post and reply to topics. Group members are able to post and reply to Topics.

Use Add Forum if you are a Group owner. Once you've created a Forum you can add Topics for discussion. To keep track of discussions in which you are interested select Subscribe to Forum or Subscribe to Topic for individual discussions.

All Groups which you own will appear as a list on the top right of your screen when you login. All Groups in which you are a member can be viewed at the My Groups tab.

## Friends

Still in the Groups menu tab you can search for Friends to add to your list. Click on Find Friends

You can search by full name, firstname, lastname or preferred name if the user has assigned one. Click Send Friend Request! , or Add to Friends if the user has allowed that in the Friends control option.

## Search for other users

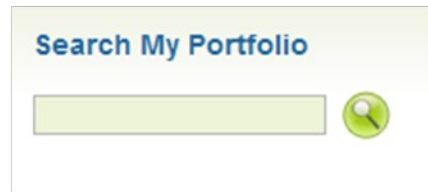
The search box at the top right of the screen provides another way to search for information about users who may have similar interests and be potential Friends. Input keywords such as subjects and it will retrieve results from users' Public profiles.



## Search your Portfolio

The Search My Portfolio box allows you to search for information within your ePortfolio. A keyword search can be made on Tags, Descriptions, Names, Titles or text you have used. A search result will provide you with a link to all relevant Artefacts and Views.

**Remember to select the My Portfolio** tab from the menu bar to use this function.



## Further information

Remember to use the Contextual help throughout the site, wherever you see this symbol 

If you would like to find out more about Mahara please visit <http://www.mahara.org/> where you can find out more about Mahara's features, take part in the growing Mahara community and check out the Mahara development roadmap

For an overview of the features of Mahara, watch this short video <http://www.scivee.tv/node/6372>